

## TEAM SHEPPARD HOLIDAY GUIDELINES

Similar to our guidelines for Halloween festivities, we provide the below to help all of Team Sheppard continue with safe holiday gatherings. We know the upcoming holidays are focused on family gatherings, food and an array of events. We also know that these events have the potential for increasing exposure to individuals who may not be adhering to similar guidelines as we are here at Sheppard Air Force Base. We ask that you review the following and make plans to allow you to celebrate in a safe environment while continuing to practice appropriate mitigation strategies.

### **GENERAL CONSIDERATIONS PER CDC:**

If you will be hosting a celebration, follow [CDC tips for hosting gatherings](#). Below are some additional considerations for hosting a holiday celebration:

- Host outdoor activities rather than indoor activities as much as possible. If hosting an outdoor event is not possible, and you choose to host an indoor event, avoid crowded, poorly ventilated, or fully enclosed indoor spaces.
  - Increase ventilation by opening windows and doors to the extent that is safe and feasible based on the weather.
- Host activities with people from your local area as much as possible.
- Take steps to limit the size of gatherings in accordance with the guidance and directives of state and local authorities and subject to the protections of the First Amendment and any other applicable federal law.
  - Wichita County (off base) guidance recommends no more than 10
  - Texas: for wedding venues, no more than 10 people per table and at least 6 feet between groups
- CDC: no limit, as long as social distancing is maintained
- For more information regarding number of attendees, please refer to the Public Health Emergency Order located in the [Sheppard AFB Recovery Guide](#). Provide updated information to your guests about any COVID-19 safety guidelines and steps in place to prevent the spread of the virus.
- Provide or encourage attendees to bring supplies to help you and others stay healthy. For example, extra masks (do not share or swap with others), hand sanitizer that contains at least 60% alcohol, and tissues.

### **HOLIDAY TRAVEL:**

Traveling increases the chance of getting and spreading COVID-19. Staying home is the best way to protect yourself and others. Use information from the following webpages to decide whether to go on holiday travel:

- [Travel During the COVID-19 Pandemic](#)
- [Know Your Travel Risk](#)
- [Know When to Delay Your Travel to Avoid Spreading COVID-19](#)

*If you decide to travel, follow these safety measures during your trip to protect yourself and others from COVID-19:*

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- Wear a mask in public settings, like on public and mass transportation, at events and gatherings, and anywhere you will be around other people.
- Avoid close contact by staying at least 6 feet apart (about 2 arms' length) from anyone who is not from your household.
- Wash your hands often with soap and water for at least 20 seconds or use hand sanitizer (with at least 60% alcohol).
- Avoid contact with anyone who is sick.
- Avoid touching your eyes, nose, and mouth.

Get your flu vaccine. Gatherings can contribute to the spread of other infectious diseases. Getting a flu vaccine is an essential part of protecting your health and your family's health this season.

### **CELEBRATIONS / EVENTS:**

*Follow These Tips To Reduce Your Risk Of Being Exposed To, Getting, Or Spreading Covid-19*

### **SOCIAL DISTANCE AND LIMIT CLOSE CONTACT:**

- Maintain a distance of at least 6 feet or more from people you don't live with. Be particularly mindful in areas where it may be harder to keep this distance, such as restrooms and eating areas.
- Avoid using restroom facilities at high traffic times, such as at the end of a public event.
- Avoid busy eating areas, such as restaurants during high volume mealtimes, if you plan to eat out at a restaurant remember that patio dining, curbside and take-out remain the authorized options for Team Sheppard members.
- Minimize gestures that promote close contact. For example, do not shake hands, bump elbows, or give hugs. Instead wave and verbally greet others.

### **WEAR MASKS:**

- Wear a mask at all times when around people who don't live in your household to reduce the risk of spreading the virus.
- Avoid singing, chanting, or shouting, especially when not wearing a mask and within 6 feet of others.

### **LIMIT CONTACT WITH COMMONLY TOUCHED SURFACES OR SHARED ITEMS:**

- Clean and disinfect commonly touched surfaces and any shared items between use when feasible.
- Use touchless garbage cans if available. Use gloves when removing garbage bags or handling and disposing of trash. Wash hands after removing gloves.

### **WASH HANDS:**

- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing. If soap and

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water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.

### **KEEP SAFE AROUND FOOD AND DRINKS:**

Currently, there is no evidence to suggest that handling food or eating is associated with directly spreading COVID-19. It is possible that a person can get COVID-19 by touching a surface or object, including food, food packaging, or utensils that have the virus on it and then touching their own mouth, nose, or possibly their eyes. However, this is not thought to be the main way that the virus is spread. Remember, it is always important to follow good hygiene to reduce the risk of illness from common foodborne germs.

- Make sure everyone washes their hands with soap and water for 20 seconds before and after preparing, serving, and eating food. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Instead of potluck-style gatherings, encourage guests to bring food and drinks for themselves and for members of their own household only.
- Limit people going in and out of the areas where food is being prepared or handled, such as in the kitchen or around the grill, if possible.
- Wear a mask while preparing or serving food to others who don't live in your household.
- If serving any food, consider having one person serve all the food so that multiple people are not handling the serving utensils.
- Use single-use options or identify one person to serve sharable items, like salad dressings, food containers, plates and utensils, and condiments.
- Avoid any self-serve food or drink options, such as buffets or buffet-style potlucks, salad bars, and condiment or drink stations. Use grab-and-go meal options, if available.
- If you choose to use any items that are reusable (e.g., seating covers, tablecloths, linen napkins), wash and disinfect them after the event.
- Look for healthy food and beverage options, such as fruits and vegetables, lean proteins, whole grains, and low or no-calorie beverages, at holiday gatherings to help maintain good health.

### **AFTER THE CELEBRATION:**

If you participated in higher risk activities or think that you may have been exposed during your celebration, take extra precautions (in addition the ones listed above) for 14 days after the event to protect others:

- Stay home as much as possible.
- Avoid being around people at increased risk for severe illness from COVID-19.
- Consider getting tested for COVID-19.

If you develop symptoms consistent with COVID-19, such as fever, cough, or shortness of breath, or if you test positive for COVID-19, immediately contact the host and others that attended the event or celebration that you attended. They may need to inform other attendees about their possible exposure to the virus. Contact your healthcare provider and follow the CDC-

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recommended steps for what to do if you become sick, and follow the public health recommendations for community-related exposure.

If you are waiting for your COVID-19 test results, stay home until you have a result, and follow CDC's guidance to help stop the spread of COVID-19. [https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/318271-A\\_FS\\_KeyStepsWhenWaitingForCOVID-19Results\\_3.pdf](https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/318271-A_FS_KeyStepsWhenWaitingForCOVID-19Results_3.pdf)

If you are notified that you were a close contact of someone who tested positive for COVID-19 contact your healthcare provider. Recommendations will consist of staying home for 14 days from the last time you had contact with that person and monitoring for symptoms of coronavirus.

## **SHEPPARD AFB EVENTS & HOLIDAY PARTIES:**

### **GENERAL GUIDELINES:**

- If you don't feel well, do not attend the event. If you are on quarantine or isolation, do not attend the event.
- Wear masks during the event. Masks may be removed while eating at designated eating locations.
- Wash hands / use hand sanitizer
- Minimize exposure to those not in your ring one or if you are not certain they have been adhering to Sheppard AFB guidelines.
- USE GOOD JUDGEMENT.

### **PLANNING PHASE:**

- If you plan on having the holiday gathering on Sheppard AFB, refer to the Sheppard AFB Recovery Guide (<https://www.sheppard.af.mil/Coronavirus/>) for guidance on ceremonies and functions on the installation.
- Event capacity should match guidelines outlined in the current Public Health Emergency Order.
- If you have any questions after reading the recovery guide and the guidelines below, call Sheppard AFB Public Health at 940 -767-3052.
- If payment for attendance is required consider using online payment options such as CashApp, Zelle, or Venmo.
  - Alternatively, consider collecting exact change only, to minimize handling and exchanging of money to the greatest extent possible.

### **CHECK-IN / ARRIVAL:**

- Have an accurate count of expected attendees before event starts.
  - Suggest using an online source (Facebook/email/shared Excel sheet/google doc/OneNote/Microsoft teams) to create a guest list.
- Assign arrival group times to alleviate lines and wait times. Stagger times so that guests can check-in without congregating.
  - Have floor markers such as tape or cones to assist guests with spacing
- Have a sanitation station at each entrance and exit.
- Recommend screening for COVID-19 symptoms upon entry.

### **DURING EVENT:**

- Only mingle with people already in your first ring of contacts (your Squadron, Flight, office, etc), maintain social distancing as much as physically possible.
- Use multiple entrances and exits and discourage crowded waiting areas.
- Eliminate lines or queues if possible or encourage people to stay at least 6 feet apart by providing signs or other visual cues such as tape or chalk marks.
- Tables arranged so all tables and chairs are greater than 6 feet apart

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- Seating should be prearranged to mitigate unneeded congregation
- For all food and drink questions review [Sheppard Recovery Guide APPENDIX P](#).
  - Have sanitization stations at the beginning and end of food service lines
  - Have plates of food prepared before distributing to guests
    - Consider having pre-packaged meals delivered to tables
    - Consider having water/drinks available at tables (similar to catering service)
    - If guests are retrieving their food, have guests come up by table/small group and enforce social distancing while waiting for food
  - Have set servers to serve drinks/food so that multiple people are not handling the serving utensils.
  - Consider closing areas such as drinking fountains that cannot be adequately cleaned and disinfected during an event
  - Bars / drink stations
    - Individual servings (no self-service options)
    - Exact change or touchless payment options recommended
- Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible; otherwise, limit use of supplies and equipment to one group of staff members or attendees at a time, and clean and disinfect them between use
  - Microphones, games, chairs, props, etc
- Avoid using or sharing items that are reusable, such as menus, condiments, and any other food containers.
  - Instead, use disposable or digital menus, single serving condiments
  - Consider having guests pre-select/order their food prior to the event (via email, or online request)
- Have a designated room for kids where they would be under adult supervision, and continue to socially distance as best as possible.
- Disinfect all surfaces (including tables and chairs) before and after event

### **RAFFLE / GIFTS (EXAMPLES/SUGGESTIONS):**

- Create a list of raffled items/gifts beforehand and display it online so all members are aware of options.
  - Example: do a virtual raffle / auction prior to the event or during the event using mobile devices
- Digitally spin for winners of each prize by using a random number generator online
  - Raffle ticket numbers can be assigned electronically at time of purchase
- Prizes should be given out in a manner that allows for only one recipient at a time

### **GAMES / ACTIVITIES:**

- Games and other entertainment activities that adhere to the general COVID ROEs are permitted
- Some general ROEs to follow include social distancing (6 feet), wearing face coverings, short duration/interactions, sanitizing equipment between individuals, and avoiding activities with increased exhalation (cardio, running, shouting, singing, etc)

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- Creativity is encouraged and appreciated

### **FUNDRAISERS:**

- Properly route plans for approval with unit leadership
- Route requests through appropriate approval agencies (FSS, MDG)
- **Gift Wrapping Fundraiser:**
  - Volunteers and patrols will wear face coverings at all times, hand sanitizer will be readily available and utilized between transactions, physically distancing, and if symptomatic will not participate.
  - Ensure location of fundraiser has appropriate space / capacity for volunteers and throughput of patrons.
  - Establish assembly line process with dedicated volunteers with no sharing of materials. For example, each volunteer will utilize same scissors, tape and paper.
  - Volunteers will work in stations with appropriate spacing to allow for implementation of mitigation strategies (physical distancing, etc.).
  - Patrons will not gather while waiting for gift wrapping. Encourage drop off and pick up capability to minimize congregation.
  - Provide hand sanitation stations for patrons Utilize hand sanitizer before and after wrapping gifts handled by multiple people.

### **SAFETY REMINDER**

We are ALL counting on YOU to make wise choices. Enjoy the holiday season but don't be fooled...COVID-19 is real! Our ability to adhere to these measures will drive future decisions for the installation.



*Be like Buddy....follow the rules and keep smiling!*

**FOR ADDITIONAL QUESTIONS, CONTACT YOUR ORGANIZATIONS RECOVERY WORKING GROUP MEMBER.**